

EXECUTIVE DEPARTMENTS

Each executive department is under the supervision of the Governor and headed by a single executive, board, or commission. Generally, the Governor nominates and appoints department heads with the advice and consent of the Senate. Such department heads serve for terms which expire at the end of the term of the Governor who appointed them. Terms of service for boards or commissions which head principal departments are as provided by section 26-34, Hawaii Revised Statutes. The specific details of each executive department, its chief executive, functions, and structure are described in this section.

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

The Department of Accounting and General Services (DAGS), established under section 26-6, Hawaii Revised Statutes, is responsible for the State's centralized accounting and auditing system. The Department also provides statewide risk management services to state agencies.

The Department is responsible for records management and the maintenance of central records storage and assists departments and agencies with the preservation and disposal of all records of the State, except the records of the Judiciary. The Department maintains and operates state buildings and public school facilities, maintains state government's central mail and messenger service, maintains the State's data center and intranet and microwave radio systems, controls parking at state buildings, maintains the state motor pool, and has the function of the state surveyor. The Department also directs the planning, design, engineering, and construction of public works projects, has jurisdiction over the World War II Memorial, and administers centralized office leasing services.

The Department is headed by the Comptroller, who is responsible for the planning, direction, and coordination of the activities of the Department and administers the internal affairs of the Department.

Accounting Division

The Accounting Division maintains the official financial records of the State. It is responsible for the State's accounting system, verifies the legality of all expenditures, and controls the payments of approved expenditures. The Division prepares financial reports on the State's financial transactions and maintains control accounts of all departments' funds.

The records of the Division are maintained on a permanent basis and are used for audit, research, and reference. The reports of the Division are issued as required by law to help departments and agencies in controlling and reconciling their legislative appropriations.

Archives Division

The Hawaii State Archives was established in 1905 and is responsible for collecting, appraising, preserving, and making available to the public Hawaiian government records of enduring value. The primary collections consist of government records from the monarchy to the current legislative session, private collections of individuals and organizations, historical photographs, maps, and a library collection specializing in Hawaiian history, culture, and Pacific voyages.

The Records Management Branch provides records advisory services to agencies of the executive and legislative branches, which are subject to section 94-3, Hawaii Revised Statutes. The Branch develops and revises records retention and disposition schedules for the State Comptroller's approval. These records schedules identify the minimum amount of time specific records shall be maintained and their final disposition. The State Records Center stores inactive, non-permanent records in bulk for state agencies for cost efficiency and security. It is not authorized to release any records directly to the public.

Audit Division

To ensure adherence to prescribed policies and procedures of the State's accounting system and generally accepted accounting principles, the Audit Division, by the authority of the Comptroller, investigates and conducts audits of state departments and agencies. The Audit Division also assists departments and agencies with their accounting problems.

Automotive Management Division

The Automotive Management Division has two major functions: parking control and the maintenance of a central motor pool. At state facilities, the Division controls vehicular traffic, makes parking lot assignments, and collects parking fees.

The Division also maintains state-owned motor vehicles in a central motor pool. The Division is responsible for controlling vehicle assignments, ensuring vehicle safety, and establishing policies and regulations to ensure driver safety.

Central Services Division

The Central Services Division is responsible for providing a variety of centralized services to state departments and agencies on a statewide basis. These services include: maintenance and repair of state and public school buildings and facilities; mail and messenger services; custodial services; maintenance of state grounds; and an Energy Management and Conservation Program for assigned state facilities within the Civic Center Complex.

Information and Communication Services Division

The Information and Communication Services Division plans, coordinates, and administers the statewide information processing and telecommunications services and programs, and operates an overall program for improving government efficiency and effectiveness through telecommunications and information processing technologies. It provides statewide voice, data, radio, and video communications and networking.

The Division operates a central information processing center, electronic mail, Web page hosting for state departments, Internet support services, and video conferencing system. It is also responsible for developing and maintaining information systems, and evaluates and implements image processing and electronic commerce technologies.

Land Survey Division

The Land Survey Division performs field and office survey work for state agencies and the Land Court. In addition, the Division is responsible for a variety of services including the preparation and maintenance of maps and descriptions of public lands, the verification of boundaries, maintenance of the depository of survey and boundary information, and checking and processing all Land Court and file plan maps. The Division reviews all shoreline maps statewide; maps are checked on the ground as needed and recommendations made to the Department of Land and Natural Resources. Considerable research is performed for the State Attorney General on quiet title action cases filed in the circuit courts. Registered land surveyors appear as expert witnesses on behalf of the State in land litigation cases.

Public Works Division

The Public Works Division is responsible for a variety of functions which are aimed at helping departments and agencies acquire the facilities and working space they require. For capital improvements projects for which the Department is designated as the expending agency, the Division plans, organizes, directs, and controls the expenditure of funds. It awards design and construction contracts and provides architectural and engineering consultative services to agencies, performs technical planning and design work, inspects construction for adherence to contract documents, and follows up on warranty work. It develops guidelines to be incorporated into DAGS projects, evaluates and recommends new materials and/or products to be used in state facilities, and handles all asbestos related matters.

The Division also provides centralized office leasing services to user agencies which include locating suitable office space, negotiating terms, drafting and execution of agreements, processing recordation of leases, and processing payments to lessors.

Risk Management Section

Chapter 41D, Hawaii Revised Statutes, provides the State Comptroller the authority and responsibility to operate a comprehensive risk management and insurance program for the state government. The Risk Management Office, under the Administrative Services Office, was created to serve this objective.

There are three basic functions of the program: loss reporting, loss control, and risk financing. The Risk Management Office is responsible for the investigation and resolution of property losses, tort claims (\$10,000 and below), and all automobile claims. Statewide property, crime, and liability insurance policies are purchased to protect against catastrophic losses. The Risk Management Office also maintains a claims information management system.

Attached for Administrative Purposes

King Kamehameha Celebration Commission

The King Kamehameha Celebration Commission, established under section 8-5, Hawaii Revised Statutes, is a thirteen-member commission responsible for planning, implementing, and staging statewide events for the annual celebration on or near the June 11 holiday commemorating King Kamehameha I who united the Hawaiian Islands into the Kingdom of Hawaii.

The members of the Commission are appointed by the Governor with the advice and consent of the Senate. The appointments to the Commission are made from the following organizations, with at least one member from each organization: (1) The Royal Order of Kamehameha; (2) Ahahui Kaahumanu; (3) Hale o Na Alii o Hawaii Ahahui po`o; (4) Daughters and Sons of Hawaiian Warriors; (5) Kamehameha Schools Alumni Association; (6) Association of Hawaiian Civic Clubs; (7) Waimanalo Homesteaders' Association; (8) Kapahulu Music Club; and (9) Papakolea Community Association.

In addition, the Governor appoints one member each from the islands of Kauai, Maui, Molokai, and Hawaii.

Stadium Authority

The Stadium Authority, established under section 109-1, Hawaii Revised Statutes, is responsible for the maintenance, operation, and management of Aloha Stadium and its related facilities. The Authority is authorized to prescribe and collect the rents, fees, and charges for the use of stadium facilities, and to make and execute contracts and other instruments necessary for the execution of its powers. Such rules and regulations as are deemed necessary are adopted by the Authority. To administer the affairs of the stadium facilities, the Authority appoints a manager and deputy manager with all the powers and authority necessary for the execution of their duties.

The Stadium Authority consists of nine members appointed by the Governor with the advice and consent of the Senate. Serving as ex officio nonvoting members are the President of the University of Hawaii and the Superintendent of Education. The Chairperson of the Authority is elected by the majority of the Authority. No person may be appointed consecutively to more than two terms on the Authority.

State Foundation on Culture and the Arts

The State Foundation on Culture and the Arts, established under section 9-2, Hawaii Revised Statutes, consists of nine members appointed by the Governor with the advice and consent of the Senate for a term of four years. At least one member must be appointed from each of the counties. The Chairperson is appointed from the membership by the Governor.

The programs of the Foundation are designed to promote, perpetuate, preserve, and encourage culture and the arts, history and the humanities as central to the quality of life of the people of Hawaii. The Foundation supports the activities of individuals and groups interested in the preservation and advancement of the arts, culture, history, and humanities in Hawaii through its grants, history and humanities, folk arts, individual artist fellowships, and arts in education programs. Under the Art in Public Places Program, the Foundation serves as a consultant to the Comptroller in determining the amount of money to be made available and, together with the Comptroller, is responsible for the selection of works, commissioning of artists, reviewing designs, and the execution and placement of works of art. The Foundation also recommends legislative and administrative actions and defines a state role desirable for the promotion, perpetuation, preservation, and encouragement of cultural, artistic, and historical programs.

Finally, the Foundation will administer the operations of the state art museum, scheduled to open in One Capitol District in the fall, 2002.

Procurement Policy Board

The Procurement Policy Board, established under section 103D-201, Hawaii Revised Statutes, consists of a five-member board. The Board reviews and decides on matters of policy within the scope of the Hawaii Public Procurement Code, chapter 103D, Hawaii Revised Statutes, and Purchases of Health and Human Services, chapter 103F, Hawaii Revised Statutes, with the authority to audit and monitor the implementation of its rules and the requirements of the chapters.

Members of the Board are appointed by the Governor with confirmation by the Senate. Members of the Board include the Comptroller, a county employee with procurement experience, a certified procurement professional, an individual with federal procurement experience, and two members with significant experience in the field of health and human services.

State Procurement Office

The State Procurement Office, established under section 103D-204, Hawaii Revised Statutes, is headed by an Administrator who is the Chief Procurement Officer for the governmental bodies of the executive branch other than the University of Hawaii, the Department of Education, and the Division of Community Hospitals within the Department of Health. The Administrator is responsible for assisting, advising, and guiding governmental agencies statewide, including the counties, in matters relating to procurement and for ensuring that these agencies are in compliance with the procurement rules as issued by the Procurement Policy Board.

In order to take advantage of quantity prices, the State Procurement Office competitively contracts for common-use commodities for state departments and agencies. In addition, the Office provides purchasing services to all state agencies for the procurement of specific goods, equipment, or services.

The Office is responsible for the oversight of the purchase of health and human services by state agencies and provides guidance, training, and assistance in matters related to planning, procuring, and contracting for health and human services. Other duties of the Office include the coordination of planning activities for procuring health and human services, maintenance of a contracts database, and procurement of services.

The Office is also responsible for inventory control and surplus property management of all state property. Inventory management attempts to promote optimum utilization of the State's excess property by encouraging the reuse of property, ensuring the accountability for property during the life of the property, and approving the disposal of property determined to be unserviceable. The Federal Surplus Property Management Program is administered by the Office as a federal grant-in-aid program. Under federal rules and guidelines, surplus federal personal property, ranging from office items to equipment such as aircraft vehicles, are inspected, stored, and distributed to eligible agencies.

Community Council on Purchases of Health and Human Services

The Community Council, established under section 103F-202, Hawaii Revised Statutes, consists of no more than nine voting members appointed by the Governor. The Council advises the Administrator of the State Procurement Office in the areas of planning and procuring health and human services, including market or business conditions facing providers, and securing input from providers to facilitate in the process used by state agencies to purchase services.

